**Attachment**

Dear NRs,

RCA PAC has been tasked by the National Representative to undertake a review in 2019 of the effectiveness and appropriateness of the methodology for the annual recording and reporting of the GPs’ “In-kind” Contributions to the RCA Programme, as set out in the 2016, 2017 and 2018 RCA Annual Reports.

When you begin to prepare your inputs to the RCA “In-kind” Contribution Template for 2018 at the end of this year, I would request you to also complete the attached Survey Form at that time and email it to me by 31 January 2019 so that it can form part of the initial stage in the RCA PAC review.

To assist those NRs who are not fully familiar with the concepts behind the methodology used in the design of the RCA “In-kind” Contribution Template, a FAQ document has been prepared (Appendix 1) that sets out some of the more important aspects related to its underlining principles and the design of the “In-kind” Contribution Template.

In addition, a brief explanation on the background to this review and the two major issues to be assessed has been included to provide additional context (Appendix 2).

RCA PAC will assess and analyse the 3 years of “In-kind” reporting 2016 to 2018 at its meeting tentatively planned for April/May 2019 and the results of its review will be presented at the 48th RCA GCM in September 2019.

Thank you in advance for your cooperation in this matter.

Best regards,

John Easey

Chair RCA PAC

Email: john.easey@gmail.com

**SURVEY OF NATIONAL REPRESENTATIVES REGARDING THE RECORDING OF “IN-KIND” CONTRIBUTIONS TO THE RCA PROGRAMME**

1. Under the Articles of the Agreement *Each Participating Government, subject to its domestic laws and regulations and in accordance with its respective budgetary appropriations, shall contribute, financially or otherwise, to the effective implementation of the co-operative project and shall notify annually the Agency of any such contribution*.

Was this information on your GP’s contribution to the RCA projects - *financially or otherwise -* sent to the Agency in each of the following survey periods - noting that the 2018 submission will be at the beginning of 2019?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. If notification was made to the Agency, as indicated above, was the “In-kind” template completed to characterise the *non-financial* information?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. Was another way used to inform the Agency of any *non-financial* information?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | PLEASE PROVIDE DETAILS |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. If there was “**NO”** response to submission of the “In-kind” template (Question 2), what was the reason?
2. Was National participation information not available or incomplete?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. Was the “In-kind” template considered too complicated to complete?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. Was the requirement for providing information to the Agency on your GP “In-kind” contributions seen as not important and thus considered not to be a priority?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. Was the term “In-kind” being used for the calculation considered confusing and there was uncertainty about the consequences of providing such information?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. If the term “In-kind” was found confusing, would you prefer the methodology for these calculations to be termed differently such as: *RCA Partnership Contribution*?

|  |  |
| --- | --- |
| YES | NO |

Or would you like to propose an alternative?

|  |  |
| --- | --- |
| YES | NO |

If the response is “**YES**”, please suggest an alternative title:

|  |
| --- |
|  |

1. If there was a “**YES**” response to submission of the “In-kind” template (Question 2),
2. Was the “In-kind” template difficult to complete?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

If it was difficult to complete was this because of:

1. a lack of nation participation data?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. the form being too complicated?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. other reasons?

|  |  |  |  |
| --- | --- | --- | --- |
| Year | YES | NO | NOT KNOWN |
| 2016 |  |  |  |
| 2017 |  |  |  |
| 2018 |  |  |  |

1. Do you consider that the present way of measuring the GP “In-kind” contribution using a method based on a value given to the participation in Euros an appropriate way of expressing each GPs contribution to the RCA Programme?

|  |  |
| --- | --- |
| YES | NO |

1. If you found the term “In-kind” contribution confusing (Question 4d), would you prefer that the same methodology was used to assess each of the GPs’ contributions but it was given a different title such as: *RCA Partnership Contribution*?

|  |  |
| --- | --- |
| YES | NO |

1. If the response is “YES” would you prefer the term: *RCA Partnership Contribution* or would you like to propose an alternative?

|  |  |
| --- | --- |
| YES | NO |

If the response is YES, please suggest an alternative title:

|  |
| --- |
|  |

Thank you for taking the time to complete this survey!

Dr John Easey, Chair, RCA PAC

**Appendix 1**

**FREQUENTLY ASKED QUESTIONS & ANSWERS**

**Question**: Is annual reporting on “In-kind” Contributions an additional burden for the NRs?

**Answer**: No, it should not be. since each GP is required to report to the Agency on its contribution (financial and otherwise) to the RCA Programme. (Article of the 2017 Agreement Article V (3) *Each Participating Government, subject to its domestic laws and regulations and in accordance with its respective budgetary appropriations, shall contribute, financially or otherwise, to the effective implementation of the co-operative project and shall notify annually the Agency of any such contribution*.). The submission of the completed RCA “In-kind” Template to the Agency adequately fulfil the provision of this Article of the Agreement.

**Question**: Is the mechanism used by the RCA for recording “in-kind” contributions unique to the RCA?

**Answer**: No. It is strongly based on based on the UNDP criteria and procedures for recording “In-kind” contributions that was their reporting requirement for almost 20 years when supporting the RCA Industrial Programme in the 1980 to 2000.

**Question**: Why is a standardised “in-kind” contribution in Euros set against each of the activities?

**Answer**: This is to try to even out the differences in the economic situation across all RCA GPs and attribute a “value” for participation in an activity rather than the actual monitory cost and thus provides a means to avoid discrimination against contributions of the poorer GPs. If the money cost were used this might then lead to questions on accountancy and auditing of such figures. The expression of the value in Euros is to provide some context with regards to the TC funding, which is also costed in Euros, and reinforces the image of the RCA as a partnership between the Agency and the GPs, with each party making its definable contribution.

**Question**: If the Agency is providing financial support for activities such as:

* regional training course participants’ travel and accommodation,
* regional training course lecturers’ honoraria, travel and accommodation, and
* regional field expert missions’: honoraria, travel and accommodation, and,
* hosting of regional training courses or regional meetings.

Why is there an “In-kind” contribution set out in the “RCA In-kind” Template for this?

**Answer**: While the Agency provide funding for the direct costs of events, it does not address the indirect costs to the GP organisations that employ them. These organisations have significant establishment and support costs related to their employees, which they have to absorb during their absence, and they may also suffer loss of income or addition costs through these absences. As far as the hosting of events such as meetings or training courses, there are numerous costs to the hosting body they have to absorb. All of these represent an “in-kind” contribution from the GP.

**Appendix 2**

**BACKGROUND TO THE SURVEY**

**Overview**

At the 2013 GCM it was agreed that the measure of the “in-kind” contribution would be based on the UNDP criteria and procedures for recording “In-kind” contributions that was their reporting requirement when supporting the RCA Industrial Programme in the 1990s.

GPs agreed that the recording of “in-kind” contributions should be on the basis of the **value** of that contribution to the RCA Programme rather than the **exact monetary cost** of the contribution to **avoid any discrimination** based on the large differences in the economic status of the individual GPs.

A template was prepared on this basis for use by the GPs and with some fine tuning has been used annually since then. It was agreed that the processes and procedures should be reviewed after a trial period and RCA PAC has been tasked to review how the reporting process has performed as recorded in the RCA Annual Reports for 2016, 2017 and 2018.

**Key Focus Issues for the Survey**

*Practicality*

While it has been agreed that the recording of “in-kind: contributions should be made as simple as possible so as not to place a burden on either the reporting GP or the compilation of these report by the Secretariat. There is no information regarding the difficulty for the NRs in accessing the required data on National Participation in regional activities that is need to complete the template.

*Is the Methodology appropriate to assessing GPs’ non-financial contributions to the RCA Programme?*

It has been pointed out that the processes and procedures used by the RCA for calculating “in-kind” contributions is different to those used by the Agency and other organisations and this could lead to confusion. In addition, it has been suggested that the processes and procedures used by the RCA for the collection of “in-kind” contributions should be “understandable and accountable”. However, under the Agreement the “accountable” requirement for reporting is not stipulated.

In addition, it has been questioned whether the RCA methodology for calculating and recording "in-kind contributions" method is adequately serving the goal of measuring the degree of annual engagement by each GP in its participation in its allotted portion of the RCA project activities.

Is the reduction of such efforts into monetary terms the best solution?

It is important to review the experiences of the NRs over the past years and see if there are lessons to be learned about the current method as well as its validity in reflecting the GPs’ engagement and contribution to the effective implementation of the RCA Programme which could not be supported at its current level if there were not significant cost sharing by the GPs.

Is there a need to undertake a study to investigate whether there are other kinds of indicators (or combination of indicators) that would better serve this goal?